

Workplace Alaska

Class Specification Integrated Justice Coordinator, ACS

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Last Update Comments:

Definition:

Under general direction, the Integrated Justice Coordinator oversees the integration of justice information systems between the Alaska Court System and other justice agencies.

Distinguishing Characteristics:

The Integrated Justice Coordinator serves in the Information Services Support Division. This is a single position job class.

Supervision Received: The Integrated Justice Coordinator works under the general direction of the Chief Technology Officer. Supervision is received through personal conference, e-mail, phone, general observation of work in progress, and periodic review of completed work. The incumbent occasionally receives direction from a court administrator or judicial officer.

Supervision Exercised: The Integrated Justice Coordinator does not typically supervise others, but may provide direction to employees working on specific projects.

Complexity of Tasks: The duties of the Integrated Justice Coordinator involve difficult work of a professional and highly involved nature that present new or constantly changing operational problems that are not easily evaluated or resolved. Duties require a detailed knowledge of all court functions.

Independent Judgment: The duties of an Integrated Justice Coordinator require the incumbent to work independently toward general results, devise new methods, and adopt standard procedures to meet new situations.

Examples of Duties:

Develop and coordinate the statewide strategic plan for integrated justice information sharing.

Conduct studies to delineate objectives and develop long-range plans.

Document and analyze the flow of information among state and local justice, law enforcement, and related agencies.

Help develop completeness, accuracy, and timeliness measures of data shared between agencies, including baseline and outcome measures for integrated justice projects.

Identify the causes of incomplete, inaccurate, untimely information and inefficient use of resources involving exchange of data between agencies.

Develop strategies to overcome legal, policy, resource and technological obstacles to effective integrated justice information sharing.

Monitor the progress of local, state and federal information systems improvement projects and evaluate the impact on court goals and objectives.

Monitor nationwide innovative ideas/projects for possible application in Alaska.

Knowledge, Skills and Abilities:

The Integrated Justice Coordinator requires substantial knowledge of:

- Alaska Statutes, Alaska Administrative Code, Alaska Rules of Court, Code of Federal Regulations, Federal Register, and other guidelines.
- Court policies and procedures governing the record keeping, accounting, and case processing functions of the court.
- Legal terminology.

- Court proceedings and rules.
- Technical procedures relating to work of the court.
- Pertinent policies and procedures of other public and private agencies as they apply to the court.

The Integrated Justice Coordinator requires skill in order to:

- Manage the workflow of the specific department or court location.
- Identify and define problems and find solutions.
- Work cooperatively with managers and employees of the specific department or court location.

The Integrated Justice Coordinator requires the ability to:

- Organize work processes and select work methods and procedures for maximum efficiency.
- Analyze situations and take prompt, effective action.
- Gather and analyze data, reason logically, and accurately draw valid conclusions.
- Work cooperatively with court employees, representatives of other justice agencies, and the public.

Minimum Qualifications:

A Bachelor's degree from an accredited college with a major in social work, criminal justice, sociology, psychology, political science, planning, business or public administration, or a closely related field; AND three years of professional level work experience in law, law enforcement or adjudication, corrections, adult or juvenile justice, or crime prevention, of which two years must have been at the managerial or supervisory level

Substitution: Additional work experience at the technical or professional level in law, law enforcement or adjudication, corrections, adult or juvenile justice, crime prevention, or a closely related field may substitute for the required Bachelor's degree (3 semester hours or 4 quarter hours equal one month of experience).

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

This is a partially-exempt job class. Incumbents serve "at-will" to the appointing authority.

Minimum Qualification Questions:

Do you have a Bachelor's degree from an accredited college with a major in social work, criminal justice, sociology, psychology, political science, planning, business or public administration, or a closely related field?

AND

Do you have three years of professional work experience in law, law enforcement or adjudication, corrections, adult or juvenile justice, or crime prevention?

AND

Were at least two years of the professional work experience at the managerial or supervisory level?

Or Substitution:

Do you have four years of work experience at the technical or professional level in law, law enforcement or adjudication, corrections, adult or juvenile justice, crime prevention, or a closely related field?

AND

Do you have three additional years of technical or professional work experience in law, law enforcement or adjudication, corrections, adult or juvenile justice, or crime prevention?

AND

Were at least two years of the technical or professional work experience at the managerial or supervisory level?

Or Substitution:

Do you have four years in any combination of college education and technical or professional work experience in law, law enforcement or adjudication, corrections, adult or juvenile justice, crime prevention, or a closely related field? (Three semester hours or four quarter hours equal one month of work experience.)

AND

Do you have three additional years of technical or professional work experience in law, law enforcement or adjudication, corrections, adult or juvenile justice, or crime prevention?

AND

Were at least two years of the technical or professional work experience at the managerial or supervisory level?